

Job Description  
*Missouri State Highway Patrol*

Class Title: Latent Technician Trainee

Title Code: V00544

Effective Date:

Date Reviewed:

Date Revised: 12/27/04

**Immediate Supervisor:** Fingerprint Services Supervisor

**Position Supervised:** None

**FLSA Classification:** Non-exempt

**Working Hours:** An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is entry-level technical work in classifying, entering searches, and verifying latent print to tenprints and comparing latent prints collected at a crime scene via the Automated Fingerprint Identification System (AFIS). An employee in this position receives formal on-the-job training concerning the operation of the AFIS System. Work is closely supervised by a designated superior.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all the tasks which may be found in positions of this class.)

Assists in comparing latent fingerprints collected at crime scene via the AFIS system; assists in analyzing and identifying latent prints developed on physical evidence.

Assists in classifying, searching and comparing latent fingerprints with inked prints of known criminals.

Assists in the preparation of latent prints for entry into AFIS; maintains latent print files as required.

Fingerprints individuals for job applications, liquor license, National Guard, etc.

Answers telephone inquiries and sends facsimiles to requesting criminal justice agencies needing an immediate response.

Opens and sorts mail according to specific criteria; verifies for necessary information to determine if arrest is serious or nonserious.

Shares rotating weekend and holiday on call (pager) duty.

Testifies in court of law on matters relating to latent fingerprint identification.

Performs other duties relating to entering and retrieving criminal history record information, as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of Missouri Sunshine Law, Juvenile Law and Missouri State Highway Patrol's dissemination policy.

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Working knowledge of the Henry Classification System.

Working knowledge of the MSHP AFIS System.

Working knowledge of modern office practices, procedures and equipment.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to communicate effectively in person and via telephone.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain harmonious working relations with others.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to exercise judgment and discretion.

Ability to work independently with general supervision.

Ability to testify in a court of law.

Possess the skill to type 40 words per minute with ten (10) errors or less.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

### MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from a standard high school or possess a GED and at least one year experience as a Fingerprint Technician I or comparable experience.

### NECESSARY SPECIAL REQUIREMENTS

Must possess a valid Missouri drivers' license

Must obtain MULES certification within one year of appointment.

Must possess AFIS certification